

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: June 16, 2021

Final Decision Date Deadline: June 16, 2021

**STATEMENT OF THE ISSUE:** Utilizing the City's MUNIS software system, management staff are able to generate financial reports on a monthly basis detailing the Rent Program's revenues and expenditures. These reports allow management staff and the Rent Board to closely monitor the Program's financial circumstances.

## INDICATE APPROPRIATE BODY

- |   |   |  |  |   |
|---|---|--|--|---|
| <input type="checkbox"/> City Council               | <input type="checkbox"/> Redevelopment Agency                             | <input type="checkbox"/> Housing Authority     | <input type="checkbox"/> Surplus Property Authority          | <input type="checkbox"/> Joint Powers Financing Authority |
| <input type="checkbox"/> Finance Standing Committee | <input type="checkbox"/> Public Safety Public Services Standing Committee | <input type="checkbox"/> Local Reuse Authority | <input checked="" type="checkbox"/> Other: <u>Rent Board</u> |   |

## ITEM

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Presentation/Proclamation/Commendation (3-Minute Time Limit) |  |  |
| <input type="checkbox"/> Public Hearing   | <input type="checkbox"/> Regulation  | <input checked="" type="checkbox"/> Other: <u>Consent Calendar</u> |
| <input type="checkbox"/> Contract/Agreement   | <input type="checkbox"/> Rent Board As Whole                                     |  |
| <input type="checkbox"/> Grant Application/Acceptance                                 | <input type="checkbox"/> Claims Filed Against City of Richmond                   |  |
| <input type="checkbox"/> Resolution   | <input type="checkbox"/> Video/PowerPoint Presentation (contact KCRT @ 620.6759) |  |

**RECOMMENDED ACTION:** RECEIVE the Rent Program FY 2020-21 Monthly Revenue and Expenditure Report through May 2021 – Rent Program (Nicolas Traylor 620-6564).

AGENDA ITEM NO:

**F-4.**

***This page intentionally left blank***

**Rent Program**  
**FY2020-21 Monthly Revenue and Expenditure Report**

**ITEM F-4**

CHARACTER	OBJECT	ORIGINAL BUDGET	REVISED BUDGET	Per 1	Per 2	Per 3	Per 4	Per 5	Per 6	Per 7	Per 8	Per 9	Per 10	Per 11	Per 12	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED		
				Jul-2020	Aug-2020	Sept-2020	Oct-2020	Nov-2020	Dec-2020	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021	June-2021						
34	LICENSES, PRMITS&FEES	340445	Rental Housing Fees	(2,609,056.00)	(2,609,056.00)	(210,035.00)	(715,808.00)	(932,667.60)	(234,276.50)	(32,757.95)	(61,464.90)	(64,051.25)	(18,393.00)	(43,908.90)	(54,315.90)	(126,912.64)	-	(2,494,591.64)	(114,464.36)	95.6%	
			<b>TOTAL LICENSES, PRMITS&amp;FEES</b>	<b>(2,609,056.00)</b>	<b>(2,609,056.00)</b>	<b>(210,035.00)</b>	<b>(715,808.00)</b>	<b>(932,667.60)</b>	<b>(234,276.50)</b>	<b>(32,757.95)</b>	<b>(61,464.90)</b>	<b>(64,051.25)</b>	<b>(18,393.00)</b>	<b>(43,908.90)</b>	<b>(54,315.90)</b>	<b>(126,912.64)</b>	-	<b>(2,494,591.64)</b>	<b>(114,464.36)</b>	<b>95.6%</b>	
36	INTEREST INCOME	361701	Interest	-	-	(7,785.37)	-	-	(1,854.42)	-	-	(2,232.57)	-	-	(1,210.17)	-	-	(13,082.53)	13,082.53	100.0%	
			<b>TOTAL INTEREST INCOME</b>	<b>-</b>	<b>-</b>	<b>(7,785.37)</b>	<b>-</b>	<b>-</b>	<b>(1,854.42)</b>	<b>-</b>	<b>-</b>	<b>(2,232.57)</b>	<b>-</b>	<b>-</b>	<b>(1,210.17)</b>	<b>-</b>	<b>-</b>	<b>(13,082.53)</b>	<b>13,082.53</b>	<b>100.0%</b>	
38	OTHER REV/Bad Debt Recovery	364867	Revenue from Collections Agency	-	-	(7,785.37)	(2,540.28)	(6,167.59)	-	(2,165.18)	-	-	(6,063.00)	-	(60.00)	-	-	(24,781.42)	10,325.65	100.0%	
			<b>TOTAL OTHER REVENUE</b>	<b>-</b>	<b>-</b>	<b>(7,785.37)</b>	<b>(2,540.28)</b>	<b>(6,167.59)</b>	<b>-</b>	<b>(2,165.18)</b>	<b>-</b>	<b>-</b>	<b>(6,063.00)</b>	<b>-</b>	<b>(60.00)</b>	<b>-</b>	<b>-</b>	<b>(24,781.42)</b>	<b>10,325.65</b>	<b>100.0%</b>	
			<b>TOTAL REVENUE</b>	<b>(2,609,056.00)</b>	<b>(2,609,056.00)</b>	<b>(217,820.37)</b>	<b>(723,593.37)</b>	<b>(935,207.88)</b>	<b>(242,298.51)</b>	<b>(32,757.95)</b>	<b>(63,630.08)</b>	<b>(66,283.82)</b>	<b>(24,456.00)</b>	<b>(43,908.90)</b>	<b>(55,526.07)</b>	<b>(126,972.64)</b>	<b>-</b>	<b>-</b>	<b>(2,532,455.59)</b>	<b>(91,056.18)</b>	<b>97.1%</b>
40	SALARIES AND WAGES	400001	SALARIES & WAGES/Executive	667,048.00	667,048.00	55,587.34	55,587.34	55,587.34	55,587.34	55,587.34	55,587.34	55,587.34	55,587.34	55,587.34	47,895.03	-	603,768.42	63,279.58	90.5%		
40	SALARIES AND WAGES	400002	SALARIES & WAGES/Mgmt-Local 21	303,316.00	303,316.00	15,501.88	13,501.88	13,501.88	16,821.77	17,159.39	6,186.86	13,501.88	20,858.99	19,769.72	15,678.01	-	172,002.22	131,313.78	56.7%		
40	SALARIES AND WAGES	400003	SALARIES & WAGES/Local 1021	195,857.00	195,857.00	15,832.70	15,832.70	15,832.70	15,832.70	15,832.70	16,102.92	16,102.92	11,502.16	11,854.39	11,232.16	-	157,190.21	38,666.79	80.3%		
40	SALARIES AND WAGES	400006	SALARIES & WAGES/PT- Temp	43,036.00	43,036.00	1,712.36	1,148.41	2,501.88	2,327.58	2,389.27	4,258.19	2,924.65	3,023.99	1,236.08	3,167.46	3,123.31	-	27,813.18	15,222.82	100.0%	
40	SALARIES AND WAGES	400031	OVERTIME/General	6,000.00	6,000.00	-	-	264.88	36.12	-	168.56	50.46	297.85	277.54	108.42	-	1,312.19	4,687.81	100.0%		
40	SALARIES AND WAGES	400048	OTHER PAY/Bilingual Pay	9,402.00	9,402.00	773.68	854.23	827.38	900.53	900.53	681.08	827.38	869.74	855.41	842.96	742.96	-	9,075.88	326.12	96.5%	
40	SALARIES AND WAGES	400049	OTHER PAY/Auto Allowance	4,200.00	4,200.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	-	3,850.00	350.00	91.7%		
40	SALARIES AND WAGES	400050	OTHER PAY/Medical- in Lieu of	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
40	SALARIES AND WAGES	400079	COMP ABSENCES/WC-Prof-Mgt-Tec	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100.0%	
			<b>TOTAL SALARIES AND WAGES</b>	<b>1,228,859.00</b>	<b>1,228,859.00</b>	<b>89,757.96</b>	<b>87,274.56</b>	<b>88,866.06</b>	<b>91,856.04</b>	<b>92,219.23</b>	<b>83,274.75</b>	<b>89,462.73</b>	<b>92,242.68</b>	<b>89,950.79</b>	<b>90,977.41</b>	<b>79,129.89</b>	<b>-</b>	<b>975,012.10</b>	<b>253,846.90</b>	<b>79.3%</b>	
41	FRINGE BENEFITS	400103	P-ROLL BEN/Medicare Tax-ER Shr	16,122.00	16,122.00	1,304.81	1,268.80	1,313.62	1,340.12	1,340.49	1,213.12	1,309.14	1,340.99	1,323.78	1,322.63	1,150.51	-	14,228.01	1,893.99	88.3%	
41	FRINGE BENEFITS	400105	P-ROLL BEN/Health Insurance Be	148,142.00	148,142.00	10,441.39	10,441.39	10,441.39	10,441.39	10,441.39	11,417.92	11,417.92	11,417.92	11,417.92	11,417.92	9,786.47	-	119,083.02	29,058.98	80.4%	
41	FRINGE BENEFITS	400106	P-ROLL BEN/Dental Insurance	16,258.00	16,258.00	1,217.00	1,217.00	1,217.00	1,217.00	1,217.00	1,217.00	1,217.00	1,217.00	1,217.00	1,217.00	973.60	-	13,143.60	3,114.40	80.8%	
41	FRINGE BENEFITS	400109	P-ROLL BEN/Employee Assistance	484.00	484.00	36.40	36.40	36.40	36.40	36.40	36.40	36.40	36.40	36.40	36.40	29.12	-	393.12	90.88	81.2%	
41	FRINGE BENEFITS	400110	P-ROLL BEN/Professional Dev-Mg	6,000.00	6,000.00	-	-	-	-	-	159.36	590.64	-	750.00	-	-	-	1,500.00	4,500.00	25.0%	
41	FRINGE BENEFITS	400111	P-ROLL BEN/Vision	2,123.00	2,123.00	161.00	161.00	161.00	161.00	161.00	161.00	161.00	161.00	161.00	161.00	128.80	-	1,738.80	384.20	81.9%	
41	FRINGE BENEFITS	400112	P-ROLL BEN/Life Insurance	3,717.00	3,717.00	291.40	291.40	291.40	291.40	291.40	291.40	291.40	305.81	305.81	305.81	237.90	-	3,195.13	521.87	86.0%	
41	FRINGE BENEFITS	400114	P-ROLL BEN/Long Term Disabilit	11,132.00	11,132.00	788.51	790.93	790.93	790.93	790.93	790.93	790.93	823.43	823.43	823.43	627.20	-	8,631.58	2,500.42	77.5%	
41	FRINGE BENEFITS	400116	P-ROLL BEN/Unemployment Ins	5,016.00	5,016.00	456.00	456.00	456.00	456.00	418.00	418.00	456.00	418.00	456.00	456.00	380.00	-	4,750.00	266.00	94.7%	
41	FRINGE BENEFITS	400117	P-ROLL BEN/Personal/Prof Dev	2,250.00	2,250.00	-	-	1,500.00	-	-	-	-	-	-	-	-	-	1,500.00	750.00	66.7%	
41	FRINGE BENEFITS	400118	P-ROLL BEN/Worker Comp-Injury Appt	-	-	-	-	-	337.62	-	-	-	-	354.64	-	-	-	692.26	(692.26)	100.0%	
41	FRINGE BENEFITS	400121	P-ROLL BEN/Worker Comp-Clerica	14,330.00	14,330.00	1,330.40	1,267.57	1,418.35	1,398.93	1,405.80	1,614.00	1,465.44	933.93	804.08	949.91	945.00	-	13,533.41	796.59	94.4%	
41	FRINGE BENEFITS	400122	P-ROLL BEN/Worker Comp-Prof	80,557.00	80,557.00	6,224.94	6,224.94	6,224.94	6,194.52	6,224.94	6,224.94	6,224.94	6,887.83	6,789.68	6,767.18	5,727.94	-	69,716.79	10,840.21	86.5%	
41	FRINGE BENEFITS	400124	P-ROLL BEN/CON-MEDICL EE Share	(10,500.00)	(10,500.00)	-	-	-	-	-	-	-	-	-	-	-	-	(10,500.00)	0.0%		
41	FRINGE BENEFITS	400127	P-ROLL BEN/OPEB	44,703.00	44,703.00	3,550.81	3,527.68	3,584.03	3,563.89	3,580.26	3,630.19	3,604.18	3,711.79	3,627.70	3,648.07	3,179.05	-	39,207.65	5,495.35	87.7%	
41	FRINGE BENEFITS	400130	P-ROLL BEN/PARS Benefits	-	-	0.80	0.80	0.53	0.27	0.27	12.24	3.16	6.17	-	7.32	5.46	-	37.02	(37.02)	100.0%	
41	FRINGE BENEFITS	400131	P-ROLL BEN/CON-OPEB-EE Share	(9,600.00)	(9,600.00)	-	-	-	-	-	-	-	-	-	-	-	-	(9,600.00)	0.0%		
41	FRINGE BENEFITS	400149	P-ROLL BEN/PERS-Misc	147,443.00	147,443.00	11,723.63	11,657.01	11,839.56	11,818.92	11,827.20	11,990.63	11,905.48	12,263.35	12,033.84	12,051.21	10,502.99	-	129,613.82	17,829.18	87.9%	
41	FRINGE BENEFITS	400151	P-ROLL BEN/PERS-Misc (UAL)	223,322.00	223,322.00	21,460.45	19,509.50	21,460.45	21,460.45	21,460.45	21,460.45	21,460.45	21,460.45	21,460.45	21,460.45	21,460.45	-	234,114.00	(10,792.00)	104.8%	
			<b>TOTAL FRINGE BENEFITS</b>	<b>701,499.00</b>	<b>701,499.00</b>	<b>58,987.54</b>	<b>56,850.42</b>	<b>60,697.60</b>	<b>59,508.84</b>	<b>59,195.53</b>	<b>60,896.08</b>	<b>61,022.07</b>	<b>61,485.73</b>	<b>60,624.33</b>	<b>55,134.49</b>	<b>-</b>	<b>-</b>	<b>655,078.21</b>	<b>46,420.79</b>	<b>93.4%</b>	
42	PROF & ADMIN SERVICES	400201	PROF SVCS/Professional Svcs	17,500.00	17,500.00	50.63	762.75	899.63	1,573.08	589.40	1,104.54	995.07	595.99	832.86	435.26	844.96	-	10,598.88	19,283.05	110.2%	
42	PROF & ADMIN SERVICES	400206	PROF SVCS/Legal Serv Cost	210,000.00	210,000.00	-	-	-	-	10,416.00	22,916.00	6,250.00	14,582.00	16,666.00	16,666.00	10,416.00	-	139,578.00	237,490.00	113.1%	
42	PROF & ADMIN SERVICES	400242	TRAVEL & TRNG/Mileage	204.00	204.00	-	-	-	-	-	-	-	-	-	-	-	-	204.00	0.0%		
42	PROF & ADMIN SERVICES	400243	TRAVEL & TRNG/Conf, Mtng Trng	1,224.00	1,224.00	-	-	-	-	-	-	-	-	-	-	-	-	1,224.00	0.0%		
42	PROF & ADMIN SERVICES	400245	TRAVEL & TRNG/Tuition Rmb/Cer	1,500.00	1,500.00	-	-	-	-	-	-	-	-	-	-	-	-	1,500.00	100.0%		
42	PROF & ADMIN SERVICES	400261	DUES & PUB/Memberships & Dues	800.00	800.00	-	-	-	-	-	-	-	1,452.58	-	-	-	-	1,452.58	(652.58)	181.6%	
42	PROF & ADMIN SERVICES	400262	DUES & PUB/Books & Subs	1,650.00	1,650.00	-	-	-	-	-	-	-	-	-	-	-	-	1,650.00	0.0%		
42	PROF & ADMIN SERVICES	400271	AD & PROMO/Advertising&Promo	200.00	200.00	-	279.66	143.59	143.59	113.39	178.00	-	377.00	89.00	335.88	-	1,516.52	(1,316.52)	758.3%		
42	PROF & ADMIN SERVICES	400272	AD & PROMO/Community Events	3,513.00	3,513.00	-	-	-	-	-	-	-	-	-	-	-	-	3,513.00	0.0%		
42	PROF & ADMIN SERVICES	400280	ADM EXP/Program Supplies	3,525.00	3,525.00	-	291.96	96.00	96.00	195.96	1,565.86	-	585.60	96.00	89.00	-	-	2,920.38	604.62	100.0%	
			<b>TOTAL PROF &amp; ADMIN SERVICES</b>	<b>240,116.00</b>	<b>240,116.00</b>	<b>50.63</b>	<b>762.75</b>	<b>1,471.25</b>	<b>1,812.67</b>	<b>11,005.40</b>	<b>24,329.89</b>	<b>8,988.93</b>	<b>16,630.57&lt;/</b>								

***This page intentionally left blank***